Compumatic XL1000e Quick Setup Guide
Attention: Do not punch any cards prior to programming the time clock. If cards have been punched see last section titled **E-40 Error**.

Key Definitions:
Function   Scrolls through programming modes
+   Increases value flashing on display
–   Decreases value flashing on screen
Enter   Saves value selected.

Remove cover from clock using the key provided. Clock is now in programming mode.

Program 1: Time (AA: seconds) (BB: hour) (CC: minutes)

AA: The seconds are continuously counting and are not set manually
BB: Using **+** or **–** select correct *hour*, press **Enter** to save value
CC: Using **+** or **–** select correct *minute*, press **Enter** to save value

The screen will go blank. Press **Function** for next program.

Program 2: Date (AA: year) (BB: month) (CC: date)

AA: Using **+** or **–** select correct *year*, press **Enter** to save value
BB: Using **+** or **–** select correct *month*, press **Enter** to save value
CC: Using **+** or **–** select correct *date*, press **Enter** to save value

The screen will go blank. Press **Function** for next program.

Program 3: Time System (AA: hour type) (BB: minute type) (CC: In/Out button active)

AA: **01** = 12hr "am/pm"   **02** = 24hr "military time"   Using **+** or **–** select *hour type*, press **Enter** to save
BB: **01** = 60min   **02** = 100th   Using **+** or **–** select *minute type*, press **Enter** to save
CC: **00** = Inactive   **01** = Active*   Using **+** or **–** select *value*, press **Enter** to save
      *(Active will enable the In/Out buttons on the front of the clock for override purposes)

The screen will go blank. Press **Function** for next program.

Program 4: Print Format (AA: type) (BB: pay period type) (CC: pay ending day)

AA: **01** = Calculation ON   **03** = Calculation OFF
BB: **01** = Monthly   **02** = Weekly   **03** = Bi-Weekly   **04** = Semi-Monthly
CC: **Day Ending**: Defines the last day of the pay period. Refer to the instructions below.

Use **+** or **–** to set the desired *day ending*, press **Enter**, screen will go blank.

"Day Ending" Setting For Monthly Pay Periods:
If you give out new cards every 1st of the month, set the "Day Ending" number to **31**.

"Day Ending" Setting For Weekly and Bi-Weekly Pay Periods:
The day you are setting the clock is always **00**. To determine the correct value for "Day Ending", count ahead to the last day of the pay period, starting with today as **00**.

Example: Weekly pay period, if today is Wednesday and the pay period ends on Sunday, you would set the day ending to **04**

(Today = **00,** Thursday = **01,** Friday = **02,** Saturday = **03,** Sunday = **04**)
Note: If you were setting the "Day Ending" on Thursday in the example above the value would be **03**.

"Day Ending" Setting For Semi-Monthly Pay Periods:
Set the first number to the first half pay period ending date then press **Enter** and set the next number to the second half pay period ending date.

Example: A pay period that starts on the 1st and the 16$^{th.}$ The first number would be set to a 15 and the second number would be set to 31.

The screen will go blank. Press **Function** for next program.

Program 5: Day Change   (hour) (minute)

Day Change: Defines the time the clock changes from one day to the next. If your employees start work after 5am, leave this setting default, otherwise select a time that is about 1 hour earlier than the normal time employees generally punch in for the beginning of the first shift.

Use **+** or **–** to set the *day change hour*, press **Enter.** Minute will now be flashing, select *minute*, press **Enter**, screen will go blank. Press **Function** for next program.

Program 6: Common Schedule*   (AA: item) (BB: value1) (CC: value2)
                         (Max In value)

*This setting is if you have employees that work through the day change time. Use **+** so that the first item is flashing "05" then press **Enter**. Next, set the max hours someone would work then press **Enter**.

Example: If employees work from 8pm to 7am, you would set the Max In value to 12.

The screen will go blank. Press **Function** 4 times to arrive at the setting for Daylight Savings Time.

Program 10: Daylight Savings Time   (year) (month) (date)

Daylight Savings Time: Program is used to set up rules for the clock to automatically change time in the spring and fall. Daylight savings time starts on the second Sunday in March and ends on the first Sunday in November. *2016 dates are 3/13 and 11/06.*

Always set the dates for the spring first

Spring dates: Year will be flashing, using **+** or **–** select correct year, press **Enter**. Month will flash, select month, press **Enter**. Date will flash, select date, press **Enter**.
The clock will automatically advance to the fall date setting
Fall Dates: Repeat procedure to enter fall dates.

The screen will go blank. Press **Function** for next program.

Program 11: Language

The clock can either print the Date and Time or the Day of Week and Time
        01 = Date   **02** = Day of Week   Use **+** or **–** to set the desired print**,** press **Enter.**

Once the screen is blank, place the cover back on the clock and you are finished programming.

E-40 Error: If you have punched cards prior to programming the clock you will not be able to change certain programs. Card erase procedure is as follows:
Remove cover. Press and hold the **Function** and **–** buttons at the same time. Once you see "dc - card#" release the two buttons and then hit the **+** until you see the word "ALL". Then hit **Enter** and you will be brought back to setting mode.